

## INSPECTOR GENERAL INSTRUCTION 7950.1

May 23, 2000

SUBJECT: Acquisition of Information Technology Resources

### References:

- a. DoD Directive 5000.1, "Defense Acquisition," March 15, 1996
- b. Defense Intelligence Agency Manual 44-21, "Acquisition," December 1988
- c. IGDINST 4100.33, *Commercial Credit Card Program*, October 10, 1995, with Change 1

**A. Purpose.** This Instruction establishes policies and assigns responsibilities for acquiring information technology (IT) resources in the Office of the Inspector General, Department of Defense (OIG, DoD).

**B. Cancellation.** This Instruction supersedes IGDINST 7950.1, *Acquisition of Automated Information System (AIS) Resources*, April 27, 1993.

### **C. Applicability**

1. This Instruction applies to the Offices of the Inspector General, the Deputy Inspector General, the Assistant Inspectors General, Director of Administration and Information Management, Director of Departmental Inquiries, Director of Intelligence Review and the Deputy General Counsel (Inspector General), which is provided support by the OIG, DoD. For purposes of this Instruction, these organizations are referred to collectively as OIG components.

2. The provisions of this Instruction cover the life cycle of all OIG, DoD, IT from requirement definition through operational and replacement phases. The IT is used within the broadest context, to include architecture, support infrastructure services, data bases, communications, business applications, related software and hardware for applications developed, maintained and operated by the OIG, DoD. Minimally, this includes automated data processing (ADP) resources and telecommunications resources (people, money, hardware, software and data) and the processes required to coordinate IT development among OIG components and the OIG, DoD, customer base.

**D. Scope.** The OIG, DoD, will develop and manage IT in accordance with legislation, Executive Branch policy and DoD directives, to include other referenced information.

**E. Definitions.** See Appendix A.

### **F. Policy**

1. Ensure maximum effectiveness of expenditures for IT resources.
2. Manage the life cycle of IT resources in accordance with reference a.
3. Optimize distribution of IT resources.

## Report Documentation Page

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4. Maximize the use of existing Government-owned IT resources.
5. Ensure standardization and/or compatibility of IT resources.
6. Acquire IT resources to improve productivity and mission performance.
7. Emphasize competitive procurement to achieve mission requirements and achieve economies.
8. Ensure that all major IT resource acquisitions are supported by functional requirements documentation that includes a mission statement, functional description, anticipated cost savings or productivity improvements, potential alternatives and a justification for the recommended alternative. Minor IT resource acquisitions shall be supported by modified requirements documentation.
9. Ensure that volume purchases, available indefinite quantity contracts negotiated through the competitive procurement process and other initiatives are used to achieve economies, compatibilities and effective maintenance and supply support.
10. Ensure that proposed requirements comply with appropriate OIG, DoD, standards.
11. Ensure that the acquisition process recognizes the importance of safeguarding the accuracy, security and integrity of sensitive information.

**G. Responsibilities**

1. The **Chief Information Officer (CIO)** shall:
  - (a) Provide guidance to ensure appropriate allocation of resources consistent with mission requirements and budget constraints.
  - (b) Encourage the OIG components to share ideas, experience, software applications, projects and resources.
  - (c) Validate all IT resource Acquisition Requirement Documents (ARD). The CIO can delegate validation authority, as required.
  - (d) Provide efficient and effective management and control of IT resource requirements.
2. The **OIG Component Heads** shall:
  - (a) Develop internal procedures to prepare and approve the ARD in close coordination with the Information Systems Directorate (ISD), Office of Administration and Information Management (OA&IM).
  - (b) Designate a functional manager or point of contact (POC) for each IT acquisition.
  - (c) Prepare procurement requirements.
  - (d) Consult the ISD, OA&IM, as required, to explore priorities, needs and alternatives for meeting component IT resource requirements.
  - (e) Ensure the IT resources effectively support the OIG, DoD, mission, goals and objectives.

(f) Ensure that all IT resources are properly entered into the OIG, DoD, inventory system (Defense Property Accountability System (DPAS)). This includes assigning individual responsibility for all IT resources and notifying the inventory manager of changes.

(g) Monitor the status of each IT resource request until operational.

(h) Prepare related budget proposals.

3. The **ISD, OA&IM**, shall:

(a) Evaluate various acquisition strategies for IT resources.

(b) Review and consolidate IT resource acquisition requests to ensure effective acquisition.

(c) Apply, in conjunction with the OIG components, life-cycle management principles in planning, defining requirements, costing and acquiring IT resources to ensure effectiveness at the lowest overall cost.

(d) Review the ARDs submitted by the OIG components.

(e) Assist functional managers in determining the IT resources needed to support their mission, establishing what the IT resources must do and documenting their IT resource requests.

(f) Maintain current information on available hardware and software technologies that may meet OIG component needs.

(g) Establish the proper control of IT resource requests from the OIG components and promptly provide the current status in coordination with the Administration and Logistics Services Directorate (ALSD), OA&IM.

(h) Ensure that IT resource requests are in harmony with the OIG, DoD, Five-Year Automated Information Resources Management Plan.

(i) If the estimated value of the IT resource request exceeds \$500,000, prepare an Advanced Acquisition Plan (AAP) in accordance with reference b.

(j) Prepare IT resource requests and related budget proposals.

(k) Monitor the performance and progress of IT resource requests.

(l) Enter IT resource requests in the OIG, DoD, automated procurement system (PROCURE), as defined in reference b, and monitor these entries.

4. The **Personnel and Security Directorate (PSD), OA&IM**, shall review requests for IT resources that are used to process sensitive information or are stored in secured areas.

5. The **Financial Management Directorate (FMD), OA&IM**, shall:

(a) Certify the availability of funds.

(b) Forward the IT resource request to the ALSD, OA&IM, or contracting office.

## IGDINST 7950.1

(c) Prepare a Military Interdepartmental Purchase Request (MIPR) if the contract office requires a MIPR.

(d) Review and present IT resource requirements with other budget requirements to the Inspector General, DoD, for approval of the agency budget submission.

6. The **Acquisition and Property Management Branch, ALSD, OA&IM**, shall:

(a) Review the IT resource request to determine the appropriate method of procurement (i.e., supply stock, credit card purchase or contracting office).

(b) Process IT resource requests that can be procured via supply stock and Government credit card (purchases under \$2,500).

(c) Forward all other IT resource requests to the ALSD Contracting Branch or other selected contract office.

7. The **Contracting Branch, ALSD, OA&IM**, shall:

(a) Review the IT acquisition package.

(b) Determine appropriate method of acquisition (i.e., credit card [over \$2500], sole source or competitive procurement, order or contract or procurement via another contracting office).

(c) Provide status to the ISD, OA&IM, and/or the functional manager.

## **H. Procedures**

1. **Scope.** These procedures apply to all IT resource requests. An ARD shall be submitted for every IT resource request.

2. **Acquisition Initiation and Concept Development**

(a) The functional manager shall initiate the ARD. The ARD may be prepared on paper and delivered to the ISD, OA&IM or may be prepared electronically and sent to the ISD, OA&IM, via the Intranet. Paragraph H.2.g. states how to prepare an electronic copy and send it via the Intranet. The ARD shall include at least the requester identification, description/statement of work, mission need, cost benefit analysis, cost and security sections. Other sections, such as concept of operation, training requirements, delivery/acceptance, continuity of operations and approval statements may be added. Appendix B explains information that shall be placed in these required and optional sections. Each OIG component shall establish a priority for each ARD based on OIG Component Head goals and objectives. The priorities to be used are highest, exceptional or normal.

(b) There are three types of ARD - major, minor and credit card. The functional manager must follow the definitions at Appendix A to determine which type of ARD to prepare. If advice is needed, contact the ISD, OA&IM.

(c) Functional managers preparing a major ARD shall establish a required operational date (ROD) of at least six (6) months from the date the ARD is submitted to the ISD, OA&IM.

(d) Functional managers preparing a minor ARD shall establish a ROD of at least three (3) months from the date the ARD is submitted to the ISD, OA&IM.

(e) Functional managers preparing a credit card ARD shall establish a ROD of at least one (1) month from the date the ARD is submitted to the ISD, OA&IM.

(f) The OIG Security Office shall review the ARD if any sensitive or classified information is to be processed on the IT resource or if the IT resource is to be stored in a secure area.

(g) To submit an electronic request:

(1) Access the OIG, DoD, Web site on the Internet. If the Netscape home page appears, click file, click open and type in "intra.dodig.mil."

(2) When the OIG, DoD Intranet page appears, click on the A&IM block.

(3) On the A&IM page, click on the ISD block.

(4) On the ISD page, click on the IT Procurements block.

(5) On the IT Procurement page, click on "How do I request the IST products and services?"

(6) Next, click on "On-Line H/S Requirements Document" and fill in the necessary sections.

(7) When the document is complete, click on the send button.

(8) If help is required on how to fill out the form, click on "On-Line Requirement Document Guide."

### **3. System Specification and Acquisition Development**

(a) The ISD, OA&IM, shall conduct a market survey, review documents provided by the functional manager and prepare required acquisition documents in accordance with reference b.

(b) The ISD, OA&IM, staff shall review the ARD and recommend concurrence/nonconcurrence action to the CIO or designate.

(c) The CIO or designate shall validate all ARDs.

(d) The ISD, OA&IM, staff shall enter all major, minor and credit card IT resource requirements exceeding \$2,500 in the OIG, DoD, APS and monitor the request.

(e) If a credit card ARD for \$2,500 or less is submitted, the ISD, OA&IM, shall prepare the required forms for a credit card request, send the proper forms to the contractor and prepare a record of the transaction. Commitment of funds, procedures used by the ISD, OA&IM, and verification of the procurement must be in accordance with reference c.

(f) The ISD, OA&IM, shall process the requirement for any request over \$2,500 via PROCURE. The ISD, OA&IM, shall ensure that all required documentation is submitted with each IT resource requirement. The completed acquisition package shall be forwarded to the ALSD, OA&IM, which will ensure that the required documents are attached to the data entered in PROCURE when the Virginia Contracting Activity is the contract office. The ALSD, OA&IM, shall ensure that all documents required by any other contract office are attached when another contract office is used by the OIG, DoD.

(g) The FMD, OA&IM, shall:

(1) Approve funding for each major, minor or credit card ARD over \$2,500.

(2) Forward the acquisition package to the ALSD, OA&IM, for preparation of DIA Form 520, if required by the contract office.

(3) Prepare a MIPR, if required by the contract office.

(h) The ALSD, ISD or FMD, OA&IM, shall forward the acquisition package for each major, minor or credit card ARD over \$2,500 to the contract office after the FMD, OA&IM, has committed funds.

#### **4. Operational Test and Deployment**

(a) The ALSD, OA&IM, shall receive all IT hardware and software except that shipped directly to OIG, DoD, field activities.

(b) The ALSD, OA&IM, shall place the IT resource in the inventory system and transfer it to the appropriate functional manager.

(c) The ALSD, OA&IM, shall provide an electronic mail message to the ISD, OA&IM, stating the IT resource has arrived and has been delivered or that the ALSD, OA&IM, needs assistance in delivering the IT resource. The telephone may be used in an urgent situation.

(d) The functional manager shall perform operational tests. User operational tests shall consist of properly executed procedures to verify that the IT resource performs to stated requirements in the ARD.

(e) The functional manager shall:

(1) Notify the ISD and ALSD by electronic mail that the IT resource has been delivered, operates properly and has been accepted.

(2) Take proper care of the assigned IT resource.

(3) Notify the ISD, OA&IM, of maintenance support needs.

(4) Notify the OIG, DoD, inventory manager of any changes to individual responsibility.

(f) The ISD, OA&IM, shall perform system tests. System tests shall consist of appropriate network, software, hardware and communications tests.

(g) The ISD, OA&IM, shall maintain warranties, service policies and supplies for IT resources.

#### **5. Post Deployment**

(a) The functional manager shall conduct program reviews at least annually to determine the IT resource effectiveness and security needs and inform the ISD, OA&IM, of the review results.

(b) The functional manager shall prepare an ARD to replace an IT resource. The ARD will be prepared in accordance with paragraph H.2.

**I. Effective Date and Implementation.** This Instruction is effective immediately.

FOR THE INSPECTOR GENERAL:

Joel L. Leson  
Director  
Office of Administration  
and Information Management

2 Appendices - a/s



## APPENDIX A DEFINITIONS

- a. **Acquisition Package** includes all acquisition documentation in accordance with Defense Intelligence Agency Manual 44-2.
- b. **Advanced Acquisition Plan (AAP)** is the process by which the efforts of all personnel responsible for an acquisition are coordinated and integrated through a comprehensive plan for fulfilling the agency need in a timely manner and at reasonable cost.
- c. **Chief Information Officer (CIO)** is the senior official appointed by the Inspector General, DoD, who is responsible for developing and implementing information resources management in ways that enhance OIG, DoD, mission performance through the effective and economic acquisition and use of information.
- d. **Credit Card IT Acquisition** is a single purchase of hardware and/or software whereby acquisition will be made via Government credit card.
- e. **Functional Manager** is the person assuming major responsibility for the process most affected by the IT resource.
- f. **Hardware** is physical equipment, as opposed to programs, procedures, rules and documents, associated with the operation of a system.
- g. **Information Technology** is the hardware and software used for Government information, regardless of the technology involved, whether computers, communications, micrographics or others (Office of Management and Budget Circular A-130).
- h. **Major IT Acquisition** is a single purchase of hardware and/or software and/or services that costs \$100,000 or more.
- i. **Market Survey** is the collecting and analyzing of information about capabilities within the market to satisfy agency needs. Market survey does not involve requesting and receiving quotations.
- j. **Minor IT Acquisition** is a single purchase of hardware and/or software and/or services that costs less than \$100,000 but more than \$2,500.
- k. **Operational Tests** are tests performed on IT resources by the user to validate or ensure compliance with functional performance requirements.
- l. **Required Operational Date (ROD)** is the date the functional manager needs the system available for use.
- m. **Sensitive Information** is any information that the unauthorized access to, or loss, misuse or modification of, could negatively impact the national security, privacy of individuals or the conduct of OIG, DoD, operations.
- n. **Software** is a program or application that enables automated equipment to produce information-based outputs.
- o. **Statement of Work (SOW)** describes the work or services to be performed.

- p. **Systems Tests** are tests performed on IT hardware and software by the ISD, OA&IM, to validate or ensure compliance with system integration and maintenance requirements.

**APPENDIX B**  
**ACQUISITION REQUIREMENTS DOCUMENT GUIDE**

**A. REQUESTOR INFORMATION**

1. **AIG Code** - (Required). Enter the appropriate AIG code.

**Organization** - (Required). Enter the appropriate division and branch.

2. **Functional Manager** - (Required). Identify the person responsible for managing the resource when it is received.

3. **Telephone Number** - (Required). Self-explanatory.

**Internet E-Mail Address** - (Required). Self-explanatory.

4. **Location** - (Required). Enter the physical location where the resource will reside.

5. **System Name** - (Required). Enter the current or new system unit this resource will connect, operate, access, etc. (i.e., Hotline, LAN, Office Automation, Personnel or Budget).

6. **Priority** - (Required). Highest, exceptional, or normal operational need. Highest implies organization need is impaired. Exceptional implies the current or existing organizational system or process is impacted.

7. **Required Operational Date** - (Required). Enter the date the functional manager requires the system to be in place and operational. Normally, this date is not earlier than 30 days for a credit card acquisition, 90 days for a minor acquisition and 180 days for a major acquisition.

**B. DESCRIPTION/STATEMENT OF WORK** - (Required). In this block, state appropriate information, such as the product commercial name; describe the required features/functions/specifications; if to be developed, describe the requirements; describe work to be performed by the contractor; identify compliance requirements (Year 2000 compliance, directives or other).

**C. MISSION NEED** - (Required). In this block, state appropriate information, such as current and/or future OIG, DoD, mission the resource will support; address the impact procuring this resource will have on the mission or business process; authority (such as AIG, Director) empowering the request; how the resource will be used; justification for a priority other than normal; justification for a required operational date of less than 30, 90 or 180 days; other justification for procuring the resource; state whether this is a programmed or unprogrammed requirement.

**D. COST BENEFIT ANALYSIS** - (Required). In this block, state appropriate information, such as which processes will benefit or be improved by the resource; address the benefits and/or improvements expected; the advantages/disadvantages of other alternatives. Include status quo as an alternative. Cost savings, payoffs and return on investment are important elements.

**E. COST** - (Required). In this block, state appropriate information, such as costs for acquisition, for recurring upgrades and maintenance, for integration and for special programming. Address quantities and suggested contractor(s). Address whether funding is approved.

**F. SECURITY** - (Required). In this block, state information, such as level of classification, security measures that must be taken, whether portions of the system are unclassified and other portions are classified, whether computer certification will be required by the Designated Approving Authority (DAA) and other security issues.

**G. CONCEPT OF OPERATION** - (Optional). In this block, state appropriate information, such as how the system will be deployed, users, how the system will impact the workflow or process, identify interface requirements, address replacement issues, address support requirements (communications, maintenance, local area network, non-OIG, DoD), address user responsibilities and address security requirements.

**H. TRAINING REQUIREMENTS** - (Optional). In this block, state appropriate training requirements for this project. Include additional cost, quantity or suggested contractor information.

**I. DELIVERY/ACCEPTANCE** - (Optional). In this block, state delivery sites other than 400 Army Navy Drive and address user test/acceptance requirements.

**J. CONTINUITY OF OPERATIONS/MOBILIZATION** - (Optional). In this block, state whether a backup system is needed. If so, what is required? Include additional cost, quantity or suggested contractor information.

**K. APPROVAL STATEMENT** - (Optional). In this block, state whether the requestor's supervisor or the AIG Information Systems Liaison Working Group Representative approved the request. If support is required from organizations other than your own, state whether the appropriate managers have approved.

**L. ATTACHMENTS** - (Optional). In this block, state whether other documents, such as price quotes, specifications sheets or sole source justification, shall be submitted separately by E-mail.